

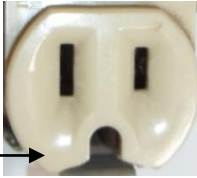
# HOUSING QUALITY STANDARDS

## Commonly Failed Items

This form is a courtesy to owners and residents for use in preparing for initial or yearly inspections. Please note that all utilities (water, gas and electric) must be operating at the time of the inspection.

The following list will help identify the most common items that fail during inspections. **Please correct any deficiencies prior to the inspection date.** There may be additional considerations at the time of inspection.

There must be an adult, 18 years of age or older, present for the inspection. Tenants, if you have a conflict with the scheduled inspection, please call at least 48 hours (two days) prior to your scheduled inspection to reschedule. If the family misses the first scheduled appointment without requesting a new inspection date, we will automatically schedule a second inspection. If the family misses two scheduled inspections without our approval, our office will consider the family to have violated its obligation to make the unit available for inspection. This may result in termination of the family's assistance. Thank you for your cooperation.

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|---------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. The unit must be clean —GOOD HOUSEKEEPING IS REQUIRED.                                                                                   | 11. No torn carpet or linoleum that could be a tripping hazard.                                                                                                            |
| 2. Exterior yards must be groomed and free of yard debris, trash and obstacles. City code states weeds may not be taller than 6 inches.     | 12. All plumbing must work properly, no dripping or leaking faucets.                                                                                                       |
| 3. No holes in walls or ceilings.                                                                                                           | 13. A rail is required for four steps or more.                                                                                                                             |
| 4. No cracked or broken windows.                                                                                                            | 14. No chipped porcelain (exposed black spots) on kitchen sink, bath basin or tub.                                                                                         |
| 5. Must have working stove, all burners on stove must work properly, and refrigerator, the seal on the door must be in good condition.      | 15. Must have working fan in enclosed bathroom, exhaust fan must be plugged in and working.                                                                                |
| 6. All outlets must have plate covers, cracked or broken plate covers and light switches will fail.                                         | 16. Must have working cooling system and heater, no matter what season it is.                                                                                              |
| 7. No cracked or broken electric receptacles. Look very closely at the bottom prong of the three prong outlets- this part cannot be broken. | 17. Owner CANNOT store personal items in resident's garage or storage place.                                                                                               |
|  <p><i>Broken receptacle</i></p>                         | 18. In garage- -no loose wiring OR exposed wiring (must be covered by conduit covering), garage door must open and close properly.                                         |
| 8. Hot water heater must have pop-off valve and discharge line.                                                                             | 19. All hardware must be in place and working –i.e. door knobs, cabinet drawer handles, closet rods, toilet dispenser rods, fixture covers, switch plates and stove knobs. |
| 9. Must have an OPERATING, AUDIBLE smoke alarm, chirping noise means weak battery and it must be replaced.                                  | 20. All outlets in wet areas must have three-pronged, grounded outlets (in kitchen, bathroom, utility rooms, etc.) or GFCI plug.                                           |
| 10. All windows that are designed to open must be lockable.                                                                                 | 21. No peeling paint on exterior OR interior of unit.                                                                                                                      |